

Terms of Reference for Regional Project Officer	
Project Name	Damal Caafimaad Project
Job Title:	Regional Project Officer
Duty Station:	Somaliland, Hargeisa
Individual/Firm:	Individual
Reporting to:	Senior Project Coordinator
Deadline:	30th September 2024
Ref No.:	SO-MOHD-367740-CS-INDV

The Ministry of Health development (MoHD) of the Republic of Somaliland invites suitably qualified individuals to apply for the position of **Regional Project Officer (PIU-RPO)** with the Improving Essential Healthcare Services in Somaliland (“Damal Caafimaad”) Project, funded by the World Bank and the Government of Somaliland. The ideal candidate will be self-motivated with excellent organizational skills. Female Candidates are strongly encouraged to apply for the position.

The PIU-RPO position will be a full-time contracted staff position assigned to the PIU team in the MoHD project area. The PIU-RPO will be responsible for carrying out all the overall project management at the regional level, coordinating, monitoring, and ensuring activities are implemented according to the project deliverables and overall Goal.

1. BACKGROUND

The MoHD is implementing Damal Caafimaad Project with financing from the International Development Association (IDA) of the World Bank Group. The 18 months project will expand and contribute to delivering the Essential Package of Health Services (EPHS 2023) implementation aimed at improving the coverage of essential health and nutrition services in project areas and strengthening the stewardship of the MoHD of Somaliland at regional and national levels. The Damal Caafimaad Project, funded by the World Bank, has three key components:

- (a) Expanding the coverage of a prioritised EPHS in selected geographic areas.
- (b) Strengthening the Government’s stewardship to enhance service delivery.
- (c) Project Management, M&E, Knowledge Management, and Learning.

The Project will focus on expanding an essential package of high-impact health and nutrition services across the population in the project target region(s) within available resources and service delivery capacity. Also, the project aims to develop the capacity of the district, regional and National offices of the MoHD to act as stewards of the health sector.

Component one (1) will finance the delivery of a subset of essential health and nutrition interventions outlined in the EPHS, focusing on communicable diseases, maternal and child health, non-communicable diseases, and other primary healthcare services to address the leading causes of mortality and disability in Somaliland.

Component two (2) will support the development of the government’s stewardship capacities at the district, regional and national levels of the MoHD in areas such as health management

information systems, data use, public financial management, contract management, health financing, private sector development and regulatory reforms, and organisational development.

Component three (3) will support day-to-day project management, including coordination, administration, communication, management, procurement, M&E, and dissemination of project activities at district, regional and national levels. In addition, a zero-cost component known as a Contingency Emergency Response Component (CERC) which will provide immediate surge funding in a public health emergency, such as a disease outbreak, is included if the need to reallocate funds arises. This component will only be triggered in the case of a public health emergency and when specific actions, as agreed by the Government and World Bank, are required.

2. SCOPE OF WORK AND RESPONSIBILITIES

Reporting to the Senior Health Program Coordinator at the PIU team, the **PIU-RPO** has overall responsibility for managing and overseeing project implementation in the project implementation region. The **PIU-RPO** will lead and be responsible for the day-to-day management and oversight of the project, coordinating, monitoring, and providing technical support for the regional teams of project implementing areas, facilitating the successful implementation of health services and TPM by contracted agencies at the regional level. The **PIU-RPO** will also support the Regional Health Management Team (RHMT) and District Health Management Team (DHMT) in technical and management activities related to the Damal Caafimaad project, including project monitoring and coordinating efforts of the MoHD and implementing partners, as required.

The regional Project Officer is expected to perform the following tasks:

- Prepare and ensure the application of standardised administrative procedures for the Project by the rules of the World Bank.
- Prepare the annual work plan (AWP) for RHMT-MoHD and World Bank review and approval.
- Monitor implementation of the activities in the AWP and ensure timely submission of reports, outputs, and other deliverables to Central MoHD and World Bank for review and evaluation, as appropriate.
- Prepare and participate in work planning and status update meetings with the concerned regional-MoHD.
- Facilitate communication and follow-up of actionable points raised at the regional level related to EPHS delivery in the project-implementing region.

With respect to EPHS contracting and implementation:

- Actively participate in the contractor procurement process as a member of the procurement panel: conduct a review of proposals and provide input into contract negotiations.
- Assist the contracted agencies and the MoHD in all matters related to implementing the Damal Caafimaad project at the regional level (coordination, problem-solving, human resources challenges) to ensure the smooth implementation of the EPHS in the selected regions.
- Guide the contracted agencies and RHMTs on the roll-out of the EPHS services, including priority services, minimum quality standards, human resources for health (HRH) management, treatment guidelines and priority refresher training.
- Provide overall supervision or coordination of their work to ensure timely delivery of the expected outputs.

- Monitor and supervise the work at the regional level and firms implementing project activities and provide updates to the PIU team.
- Identify and actively facilitate the resolution of issues and dependencies delaying/impairing the capacity of the contracted agency to deliver EPHS services.
- Facilitate contacts and access to communities and health facilities for data collection by the Third-Party Monitoring (TPM) agency staff.
- Report any issues of contract non-performance or breach to the PIU team promptly.
- Maintain effective and consistent communication with the PIU team as well as with all key stakeholders.

Concerning coordination and representation:

- Share relevant outcomes of these meetings with the regional and district health management team.
- Organize (bi-)monthly coordination meetings with the contracted agencies and MoHD staff, ensuring accurate minutes were taken and approved, and that the relevant parties are followed up on action points.
- Coordinate and conduct regular monitoring and supervision visits to the project sites, assist with completing the required reports, and ensure the follow-up of mutually agreed-upon action points.

Concerning planning and reporting:

- Coordinate with the Senior Project Coordinator and manage technical and administrative requirements.
- Collaborate closely with contracted agencies and RMTs to develop and implement a plan for sound monitoring and management practices to ensure project success; Provide technical support to implementing partners, including in activity design, and ensure these agencies mobilise and deliver the outputs and outcomes by their contractual agreement.
- Support the contracted agencies in compiling the quarterly reports to be submitted to the PIU team.
- Assist the MoHD and RHMTs with the interpretation of the TPM reports and coordinate the follow-up of activities addressing any identified gaps and weaknesses at the region to cultivate a culture of accountability.
- Contribute to preparing project progress reports, mid-term review reports, reporting on the Results Framework and the final project report in line with the government rules and Project Operations Manual (POM) and World Bank guidelines.
- Ensure the timely submission of work plans, reports, outputs, and other deliverables to the PIU project Coordinator of the MoHD PIU, the RHOs, for review and evaluation, as appropriate.
- Regularly report to and keep the PIU of MoHD and the RHO-MoHD up-to-date on project progress and on any project implementation issues.
- Perform any other related duties as assigned.

3. KEY DELIVERABLES

- All relevant contract awards and quarterly progress review meetings are attended, as evidenced by the meeting minutes.
- At least one field visit to project implementation sites are conducted quarterly, with reports summarising findings and recommendations filed with RHMTs and PIU by two weeks after the field visit.

- Participate in at least one regional coordination meeting per quarter.
- All relevant meetings (i.e. coordination meetings) are organised, with minutes prepared and shared up to one week after the meetings.
- A quarterly training plan is prepared, and spot checks are conducted for at least one of every three training sessions.
- Monthly activity reports are submitted 15 days after the end of each month.
- Quality and completeness of DHIS2 reporting improve every quarter.
- Quarterly project progress reports are submitted to the PIU in time for the quarterly progress review meetings.

4. DURATION OF ASSIGNMENT

The **PIU-RPO** will be engaged full-time and is expected to commence the assignment as soon as possible until 31st May 2024, with a 6 months' probation period. The contract is renewable annually, subject to satisfactory performance and availability of budget.

Engagement is subject to an annual performance review with an intermediate performance evaluation in the first six months of services rendered. These Terms of Reference and a detailed work plan with agreed targets will be used to evaluate performance.

The PIU-RPO recruitment will follow the Somaliland Government and the World Bank's procurement guidelines, ensuring transparency.

5. REPORTING

The PIU-RPO will report to the Senior Project Coordinator of the PIU of the MoHD and will be responsible for coordinating efforts within the region and between the RHMT and the central MoHD.

6. QUALIFICATIONS

The **successful PIU-RPO** will possess the following minimum qualifications:

- Bachelor's degree in public health, Public Administration, Health System Management, or a related area. A relevant master's degree will offer advantages.
- Minimum of 5 years of project management experience preferably with international funding projects for example those financed by the World Bank, other international donors/ partners. Experience collaborating with development partners and NGOs is required.
- Proven knowledge and understanding of project planning, coordination, and implementation, and good analytical capacity; Familiarity with data collection, entry, management, and analysis software (e.g., HMIS/ DHIS2) an asset.
- Experience conducting training, especially on health/ public health.
- Excellent written and oral communication and interpersonal skills, including building consensus and sound judgment in dealing with sensitive issues and collaborating with partners from various backgrounds and positions, including local and national authorities.
- Knowledge and experience of ICT-based Office applications and tools (word processing, spreadsheets and data processing, PowerPoint) will be required.
- Excellent people management skills with the ability to effectively delegate responsibilities, manage time and quality of tasks, ensure transparency and accountability, prioritize, and maintain a collegial working environment.
- Excellent interpersonal, diplomacy, and negotiations skills will be considered an advantage.

- Proven ability to promote and contribute to a collaborative team environment, build trust among colleagues, work effectively with colleagues and senior officials, and constructively and positively handle conflict.
- Proven ability to deliver results in complex and challenging environments; experience working in Somaliland and other fragile and conflict-affected situations will be an asset.
- Excellent written and oral communication of English and Somali.

7. COMPETENCIES

- **Leading and innovating:** Apply critical thinking to current approaches, identify areas for improvement and try new solutions that deliver results. Inspires and influences others to drive innovation.
- **Drive for results:** Assumes personal responsibility and responsibility to meet deadlines and achieve agreed results and has the personal organisation to do so. Defines challenging goals and continually seeks improvement. Acts as a trusted strategic consultant, partnering with employees to deliver results. Understands the most pressing challenges of stakeholders and contributes to solutions.
- **Collaboration within and between teams:** Contributes productively to work and team performance. Keeps others informed to ensure integration and significant results. Exhibits a sense of reciprocity and respect and resolves conflicts productively. Seeks and listens to other people's opinions to inform their decisions and share information openly.
- **Creates, applies, and shares knowledge:** Contributes to an environment where knowledge is created, applied, and shared transparently. Contributes to the unit's body of knowledge, using lessons learned and experience. Actively invests in self-knowledge and seeks feedback. Builds personal and professional networks inside and outside the work group.
- **Discernment and analytical decision-making:** Searches and analyses facts, data and lessons learned to support sound and logical decisions about the work of one's own and others. Shows initiative when necessary and makes timely decisions.

8. WORK LOCATION

The regional project officer will be based in the Regional Health Management Team Office. And will conduct site visits to health facilities to support project understanding and implementation as needed. The duty station is the Ministry of Health Development in Hargeisa, Republic of Somaliland.

9. TERMS AND CONDITIONS

1. The Ministry of Health development of the Government of Somaliland shall make and provide the following to the regional project manager:
 - Relevant documents, data, procurement documents and information are required for the execution of the project.
 - When necessary, assign counterparts to assist the PIU-RPO in executing assigned duties.
 - Office space and equipment for carrying out the assignment.
 - The PIU-RPO shall not accept any courtesies/invitations offered from parties other than the direction of the Ministry of health development Somaliland.
2. Documents or data provided by the Government of Somaliland for this project shall be considered confidential and should not be disclosed to any party.

3. The PIU-RPO shall not be a potential conflict of interest, will undertake the assignment with the highest professional standards and will exercise confidentiality in the discharge of the assignment.

To ensure impartiality, the PIU-RPO must not in any way be affiliated with business entities that are currently providing or are seeking to provide goods and services to the Project.